



## **EMPLOYMENT OPPORTUNITY**

### **Fiscal Analyst 5**

Salary: \$3918.00 - \$5136.00 monthly Range 56

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**Recruitment # 1304-10      Opens: January 21, 2010      Closes: February 5, 2010**

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### **Job Summary**

Within the Real Estate Services Division and located in Olympia, Washington, this position serves as the agency's lead Fiscal Analyst for real estate / lands activities statewide. The position provides technical support and expertise in managing the budgets for 60-70 active acquisition grants of approximately \$35,000,000 - \$85,000,000 biennially. It provides Department of Fish and Wildlife management with status of accounts, both actual and projected, together with analysis and recommendations pertaining to activity costs and revenues. The position also supervises a fulltime fiscal analyst. Principal activities include:

- Analyzing financial and statistical data and preparing comprehensive narrative statements supporting financial reports; ensuring that proper accounting techniques and controls are used.
- Reviewing financial status reports, implementing State and Federal reports and statements, funds management, financial systems development, inventory accounting, cost allocation, revenue analysis, control and reconciliation.
- Working with management to prepare budget and allotment requests and justifications; coordinating agency-wide budget and allotments; analyzing and forecasting cash flow, and measuring financial conditions.
- Reviewing fiscal status to ensure accuracy of expenditures and adequacy of allotments, identification of problem areas.
- Recommending fiscal controls and appropriations; directing budget planning within areas of responsibility; making recommendations for changes or refinement.
- Providing financial consultation to the Real Estate Services, Lands Division and Wildlife Program managers; performing internal audits for Real Estate Services and Lands Division operating and capital budgets.

The Washington Department of Fish and Wildlife is dedicated to preserving, protecting and perpetuating the state's fish and wildlife resources. We operate under a dual mandate to protect and enhance fish and wildlife and their habitats and provide sustainable, fish-and wildlife-related and commercial opportunities. As an employee of WDFW, you will become part of a team, enjoying the benefits of an organization that nurtures professionalism, accountability, enthusiasm and dedication in protecting fish and wildlife—now and for future generations.

### **Working Conditions**

This is a full time position, 40 hours per week, Monday through Friday with normal business hours 8:00 a.m. - 5:00 p.m.

### **Competencies and Qualifications**

This position functions as a senior level fiscal analyst and lead for the agency in fiscal tracking and analysis of real estate / lands activities. Well qualified applicants for this position will demonstrate competencies in the following areas:

- Comprehensive working knowledge of the State of Washington's accounting policies, procedures and regulations.
- Expert knowledge of the principles and procedures of governmental accounting, internal auditing, financial records and methods used in effecting internal control.
- Ability to analyze complex financial and statistical data and evaluate fiscal activities to project and report on revenue and expenditure trends and prepare comprehensive reports and recommendations.
- Comprehensive working knowledge in financial support of grant or contract administration.
- Well- developed skills in Microsoft Excel and Word as well as proficiency in ten-key.
- Supervisory and teamwork skills.

**Required qualifications:**

Qualified applicants will have a bachelor's degree in business or closely related field with 18 quarter or 12 semester hours in accounting, auditing, or budgeting and four years of professional experience relevant to the competencies described above. Professional experience may substitute year for year for education but not credit hours. Advanced financial / accounting related degree may substitute for one year of the required professional experience. Preferred applicants will have experience working with AFRS (state of Washington's OFM Database System) and experience in financial support of grant or contract administration.

**How to Apply**

**Submit a completed and signed state application** and attach a detailed resume that shows how you meet the qualifications and competencies listed above. For each relevant position you have held, specify your employer, title, length of service, and the duties performed. For completed education, specify degrees or other formal training completed, including the schools attended.

**Here are the ways you can submit your signed application:**

1. Mail your application materials to:  
Margaret Gordon, Recruitment Specialist  
Human Resources Office, Department of Fish and Wildlife,  
600 Capitol Way North, Olympia, WA 98501-1091
2. Fax (360) 902-2392 Attn: Margaret Gordon
3. Or deliver in person to our Human Resources Office in the Natural Resource Building,  
5<sup>th</sup> Floor, 1111 Washington St. SE, Olympia, WA.
4. Or scan a signed copy and send by e-mail to: [WDFWjobs@dfw.wa.gov](mailto:WDFWjobs@dfw.wa.gov)

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The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities, are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.